



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

LABOR RELATIONS MANAGER

Class No. 000355

■ CLASSIFICATION PURPOSE

To plan, direct, organize, and coordinate the activities of the Labor Relations Office; to negotiate and administer labor relations contracts and the administration of the Labor Relations Ordinance and the county's grievance procedures; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position, unclassified management class allocated only to the Department of Human Resources. Under administrative direction, the incumbent reports to the Director, Human Resources, and has significant responsibility for formulating policy and managing the labor relation functions to include: negotiating and administering labor relations contracts and administering the Labor Relations Ordinance and County grievance procedures.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, organizes, and coordinates the overall administrative activities of the Labor Relations Office.
2. Conducts the negotiation of labor agreements with unions or organizations representing county employees.
3. Develops policy, procedures, plans, or strategies and recommends these to the Chief Administrative Officer, Director of Human Resources, and/or other designated management representatives.
4. Resolves differences with employee organizations and communicates the county's position during negotiations or grievances.
5. Evaluates and makes recommendations on the total cost of wages, benefits, leaves, and other programs proposed in negotiations with employee organizations.
6. Acts as the county's representative in mediation and fact-finding sessions.
7. Administers the Labor Relations Ordinance and responds to Public Employment Relations Board (PERB) inquiries regarding unit determination, employee representation, and election proceedings by developing the county's position, preparing opening statements, interviewing witnesses, and conducting direct and cross examinations to present the county's case.
8. Administers negotiated grievance procedures and arbitration proceedings by conducting pre-arbitration investigations to attempt to resolve contract disputes and representing the county in hearings.
9. Provides recommendations to departmental management on handling grievances, and administering and interpreting negotiated labor agreements.
10. Prepares executive level correspondence and reports on county labor relations matters to the Board of Supervisors, the Chief Administrative Office, and department heads.
11. Performs special studies and projects as assigned by the Director, Human Resources.
12. Supervises subordinate staff.
13. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.

## ■ KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Laws, codes, legislation, court decisions, PERB decisions, regulations, and standards regarding collective bargaining and labor relation activities.
- Techniques for investigating, analyzing and resolving employee grievances arising out of the application and/or interpretation of collective agreements, policies and procedures covering working conditions and employer-employee relations.
- Techniques for designing, organizing, coordinating, and conducting surveys of wages and salaries, benefits and employment policies applicable to diverse occupations and levels of work in the public and private sectors.
- Principles and practices of supervision, training, and general administration.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Plan, direct, organize, and coordinate the activities of the Labor Relations division.
- Research, analyze, prepare, and present to management and to the Board of Supervisors collective bargaining positions and proposals for use in negotiations with employee organizations.
- Negotiate collective agreements between county management and representatives of employee organizations on wages, hours, and other terms and conditions of employment.
- Coordinate the efforts of line staff and management in the implementation of agreements with employee organizations.
- Prepare analyses, position papers, proposals, reports, and correspondence in labor relations, collective bargaining, and related labor-management areas.
- Provide assistance in resolving workplace disputes.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in personnel management, industrial/organizational psychology, public administration, business administration, or other closely related field **AND** five (5) years of professional experience negotiating successful labor relations agreements between management and employee organizations that represent employees in a public or similar jurisdiction. Previous experience must have included three (3) years of experience in planning, directing, and organizing the labor relations activities of a large public agency.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files, binders, presentation materials, and/or training materials weighing up to 25 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens and other basic office equipment. Frequent travel is required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

New: February 27, 1986  
Revised: May 4, 1993  
Reviewed: Spring 2003  
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Labor Relations Manager (Class No. 000355)

Union Code: UM

Variable Entry: Y